

Meeting Minutes

Media and Communications Committee

Location: Council Conference Room
3:30 p.m., Monday, October 20, 2008

1. **Welcome and Introduction.** Chairwoman Leslie Daigle convened the meeting at 3:30 p.m. The following persons were in attendance:

Committee members

- Council Member Leslie Daigle (Chair)
- Council Member Keith Curry
- Council Member Nancy Gardner
- Don Boortz
- Dan Wampole

City Staff

- Tara Finnigan, Public Information Manager
- Marilee Jackson, Public Information Officer
- Cathy Wolcott, Part-Time Deputy City Attorney
- Kim Rieff, Department Assistant

2. **Approval of Minutes**

The September 17, 2008, minutes were approved after corrections.

3. **Public Comments**

Council Member Gardner said she had mentioned to residents that the City is redoing the website and they are very excited.

4. **Communication Activities Update (Communication Plan/Council Priority)**

Ms. Finnigan said the website survey was mailed with the City Manager resident newsletter and is also available online. Over 700 surveys have been returned. City Council approved the Media Policy last week and hopes to approve the Website Policy next month.

Ms. Finnigan said she has been working with the Recreation Division on a new “City Scenes” section of the *Navigator* and they want to create a complementary program on NBTV that covers information in the *Navigator*.

Continuing, Ms. Finnigan said the City Council approved the new contract for the City Manager’s resident newsletter. The next issue to be mailed in early November will include:

- the Library;
- Voluntary Water Reduction;
- City Hall Progress Report;
- letter to Caltrans regarding the Coast Hwy takeover;
- Council Action to eliminate Styrofoam use in the City;

- Group Homes Update;
- City Finances;
- Helen Putnam Award Financing Plan;
- Alert OC;
- the Newport Beach-Costa Mesa Cooperative Agreement for the Airport;
- and maybe Banning Ranch.

5. Discussion Items - Website Policy

Ms. Finnigan said staff reviewed the Website Policy briefly in August. Ms. Wolcott discussed the legal issues and what information can be posted on the website and what can't.

Information Subject to Public Records Act Requests

Ms. Wolcott distributed Public Records Act Information.

In response to Council Member Curry, Ms. Wolcott said if an email is a public record regarding City business it needs to be conserved for two years. The request to review public records can be orally or in writing. Messages that must be retained are required to be preserved by law such as the current litigation law.

6. Items for Next Agenda

- Draft of NBTV Policy
- Mission Statement for NBTV
- Verizon
- Advertising on Website
- Forum Analysis

7. Adjourn & Set Next Meeting Date

The next meeting will be in November. This meeting was adjourned at 4:45 p.m.